



ELEVATOR STOPPAGE REPORT

This report is to be filed with the Chicago Department of Buildings within forty-eight (48) hours of when an elevator stalls or malfunctions with one or more passengers being detained in excess of 30 minutes. If an elevator stalls or malfunctions on a weekend or a holiday, this report should be filed on the next business day or within 48 hours of the occurrence.

Failure to comply with this filing requirement of Section 13-156-065 of the Municipal Code of Chicago may result in a fine of not less than \$25.00 and not more than \$200.00. Each day such violation continues shall constitute a separate and distinct offence.

Please provide the information:

BUILDING ADDRESS _____

DATE OF SERVICE INTERRUPTION _____ ELEVATOR IDENTIFICATION NUMBER _____

TIME OF DAY PERSON(S) BECAME DETAINED _____ TOTAL TIME DETAINED _____

NUMBER OF PERSONS DETAINED _____

INJURIES REPORTED _____

WERE POLICE/FIRE DEPARTMENTS NOTIFIED? POLICE _____ FIRE _____

CAUSE OF SERVICE INTERRUPTION _____

NAME OF ELEVATOR COMPANY RESPONDING _____

NAME OF BUILDING PERSONNEL RESPONDING _____

NAME OF PERSON FILING THIS REPORT _____ PHONE # _____

SIGNATURE _____

Please submit this form to the Chicago Elevator Bureau VIA FAX OR E-MAIL:

Via facsimile to **(312)743-7104** or E-mail to **DOB-Elevator-Inspections@cityofchicago.org**

For questions, please contact:

Department of Buildings Elevator Bureau
2045 W. Washington Blvd, Chicago, IL 60612
(312)743-3594